



RECORDS RETENTION AND DISPOSITION SCHEDULE

Insurance, Department of. Legal Services Division.

Agency: Legal Services Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	98-07	ATTORNEY'S PATIENTS COMPENSATION FILES Typical file contents could include copies of patient medical records created by a health provider, possible legal discovery items, depositions and other notes and attorneys' work papers. Records needed for possible appeals. Alphabetical arrangement. Confidential, [IC 5-14-3-4 (a) (9)], and [IC 5-14-3-4 (b) (2), (1993 Edition)]	TRANSFER to the RECORDS CENTER six (6) months after the end of the plaintiff's pay period. DESTROY after an additional five (5) years in the RECORDS CENTER. TOTAL RETENTION: Five and one-half (5 1/2) years after the end of the plaintiff's pay period.
2	98-09	EMPLOYERS WORKER'S COMP RATE APPEALS & INDIVIDUALS' AUTO INS CANCELLATION APPEALS Some employers may comment, contest or dispute their workers' compensation insurance rates to the Department of Insurance. Typical file could contain extensive correspondence and possibly administrative hearings. Similar records are present for policy holders of auto insurance. Alphabetical arrangement.	DESTROY five (5) years after completion of agency action on the appeal.